

ASSOCIATE HOSPITAL ADMINISTRATOR

DEFINITION:

Under general direction of the Hospital Administrator, to coordinate and direct patient care related programs and administer all fiscal matters at a skilled nursing hospital; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Associate Hospital Administrator is found at Edgemoor Geriatric Hospital. The Associate Hospital Administrator reports directly to the Hospital Administrator and is responsible for providing administrative direction to the nursing, medical rehabilitative, social services, recreation therapy, medical records management and other staff. It is distinguished from other administrative positions in that the latter are responsible for directing nursing, rehab, medical or other program/support staff.

EXAMPLES OF DUTIES:

Supervises and coordinates activities of all facility departments providing direct services to patients; monitors compliance with licensing and accreditation regulations; plans and organizes, in conjunction with department heads, for new or enhanced services to patients; reviews budgets for compliance with facility objectives and county guidelines and approves purchases; establishes standards of performance for supervised department heads and monitors accomplishments; assists staff with interpretation of state, federal, and county directives and regulations; reviews pending legislation for its effect on program; advises Administrator of trends, problems, and effectiveness of current program and the need for changes; interfaces with Quality Assurance Coordinator for problems.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of nursing home administration.
- Federal and state regulations applicable to skilled nursing care facilities (particularly Title 22) and JCAH guidelines.
- Principles of management and personnel administration.
- Public agency budget and contract administration.
- Licensing and accreditation regulations and procedures.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Relate to diverse populations.
- Efficiently manage all types of personnel issues.
- Write reports.
- Solve problems in complex, sensitive and stressful situations.
- Supervise and direct medical, nursing, rehabilitative social service, recreation service and administrative staff.
- Interpreting applicable legislation and trend data.
- Utilize oral and written communication to develop policies, procedures, reports and directives.

EDUCATION/EXPERIENCE:

Education, training and/or experience which would likely demonstrate the knowledge, skills and abilities stated above. Examples of qualifying education/experience are: Five (5) years of progressively responsible management or administrative experience in a large (over 150 beds) skilled nursing facility or acute hospital OR experience in a public psychiatric or health care facility either in a large clinic or hospital setting.

A master's degree in public health, hospital administration, public administration, business administration or social work is highly desirable. Experience with patients who possess psychiatric and/or geriatric would be considered highly qualifying.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).